

Academic Standards Council  
Official Minutes for Friday, 19 November 2021, 2:00-4:00 p.m.  
Zoom Meeting

**Attendance:** Ruiling Guo, Curt Whitaker, John Fitzpatrick, Anushka Burde, Joann Trimmer, Tiffany Mitchell, Jack Rose, Tim Leishman, Lyle Castle, Aaron Todd, Ann Medinger

**1) 2:00-4:00, if needed**

The Council will discuss research conducted by Professor Ruiling Guo regarding policies on incompletes at ISU's peer institutions. The following questions in particular will be addressed:

- 1) Whether ISU should provide more specific guidance than existing policy, which requires that a "substantial portion" of a course be completed;
  - a) Mitchell expressed concern is that if it is made more specific, it would have to somehow be monitored for it to mean something.
  - b) Fitzpatrick mentioned that there may be a benefit from a student perspective in that they would realize that they would need to meet a certain standard in order to be eligible for an incomplete.
  - c) Whitaker made the point that the policy is not meant to restrict faculty but meant to aid faculty so that a student who had not done enough work could show them the policy.
  - d) Guo gave examples of acceptable percentages in policy of peer institutions.
  - e) Castle and Trimmer expressed a need for the word "justifiable," to be in this policy
  - f) Leishman expressed a need for the phrase, "in extenuating circumstances," to be in this policy
  - g) Whitaker wants to put in language saying, "at the instructor's discretion," within the policy

**ACTION-** Fitzpatrick motioned to approve a more specific policy than the current policy  
Guo seconded

Motion Carried Unanimously with 5 yes's 0 no's 0 abstentions

- 2) If more specific guidance is warranted, should it have to do with amount of time completed in a course, amount of work completed, or both; and
  - a) Burde asked about the deadline for submitting an incomplete
    - 1) Trimmer answered that after an incomplete is granted, a student has 1 year to submit the remainder of the work after the incomplete is granted
    - 2) Trimmer said that to request an incomplete, the student has until the day of the end of the term according to the academic calendar
  - b) Whitaker drafted language to change the current policy to say, "(approximately 70% as defined by the instructor)"
  - c) Leishman does not like having a number such as 70%, but would rather keep the language, "substantial"

d) New language drafted by Whitaker, “a student must have ‘extenuating circumstances’ and have satisfactorily completed a substantial portion ‘(approximately 70%, as defined by the instructor)’ of the course.”

e) Council members like the word, “approximately”

f) Specific language for this section will be as follows:

“An incomplete grade, I, may be awarded only as a final grade (for undergraduate courses) and only at the discretion of the instructor. To be eligible for an Incomplete grade, a student must be experiencing extenuating circumstances and have satisfactorily completed a substantial portion of the course (approximately 70%, as defined by the instructor). No grade points are awarded for a course in which an Incomplete grade is earned.”

3) What specific percentage completion of a course should be stipulated, if any.

a) A discussion ensued on having a percentage vs. using the word, “substantial”

1) The council was somewhat divided on this topic

2) Guo suggested lowering the percentage to 60%

3) Fitzpatrick suggested adding language after extenuating circumstances that says, “for not completing the remaining course work.”

**ACTION-** Guo motioned to vote for the percentage in the policy to be 70%

Leishman seconded

Motion passed with 5 yes’s, 1 no, and 0 abstentions

**2)** Pharmacotherapy has decided to wait until next semester to address ASC.

Next Meeting- Friday December 17, 2021

Adjournment- Meeting adjourned at 3:00 pm